

VACANCY ANNOUNCEMENT NUMBER: 04/06/35 - A
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OPEN TO: AEFMs / American Citizens

POSITION: Office Management Specialist, FSN-6 (OR) or FP-8 (EFM/MOH/NOR) (currently being reclassified)

OPENING DATE: November 19, 2004

CLOSING DATE: Vacancy will close when a qualified candidate applies to this position

WORK HOURS: Full time, 40 hours per week

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lima, Peru is seeking an American citizen for the position of Office Management Specialist (OMS) to provide executive administrative support in the Narcotics Affairs Section (NAS).

BASIC FUNCTION OF POSITION

Incumbent is part of a three person OMS team and will organize and supervise all management aspects of the 12 person American office.

Incumbent will work under the supervision of the NAS Deputy Director, receive visitors and take telephone calls for the project officers, make and coordinate appointments with American and Peruvian counterparts, prepare country clearance cables and coordinate with travel assistant on administrative arrangements for NAS travelers and visitors.

Incumbent will maintain Embassy records on the Mini-Dublin Counternarcotics group, coordinate dates and arrangements for group meetings, prepare organizational materials, including agenda, invitations and responses and documents for meetings, translate correspondence and semi-technical materials from Spanish into English and vice-versa.

Incumbent drafts official letters, cables, memos, diplomatic notes and prepares variety of charts. In addition, drafts general correspondence, to include letters of acknowledgement, general office policies, acceptance of invitations and transmittal of faxes for the Aviation, Riverine Programs and Director/Deputy Director. Is in charge of organizing, cataloguing and maintaining the Aviation Program files. Incumbent assists in editing and preparing power point presentations for program managers' presentations within and without the Embassy.

Incumbent will assist the Deputy Director's Office Management Specialist in organizing and managing the files and records, including classified/unclassified publications; sort incoming correspondence and distribute to appropriate personnel; collect and distribute APO and pouch mail; and request and stock supplies for the NAS office.

Incumbent is in charge of maintaining security for classified materials and hard drives for the NAS front office, including verifying closure of all security containers at end of day.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact Claudia Canessa at extension 2168.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Completion of high school education is required.
2. At least two years of experience in the administrative field is required.
3. Level IV (fluent) English proficiency and level III (good working knowledge) oral Spanish proficiency, level II (limited knowledge) written, required.
4. Knowledge of Microsoft Word, Excel, Outlook, Access, PowerPoint is required.
5. Ability to type 40 wpm is required.
6. Strong organizational skills required.
7. Position requires a secret security clearance.

SELECTION CRITERIA

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Successful candidate must be able to obtain the required security clearance (secret level).

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: Human Resources Office, Attention: George Skarpentzos.

POINT OF CONTACT: Human Resources Office, 434-3000 ext. 2168. Fax: 434-1302.

DEFINITIONS

1. **AEFM**: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen
 - Spouse or dependent who is at least age 18
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services
2. **EFM**: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household (MOH)**: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR)**: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR)**: Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**VACANCY WILL CLOSE WHEN A QUALIFIED CANDIDATE
APPLIES TO THIS POSITION
An Equal Opportunity Employer**